

FFY2023 Technical Assistance Q & A

1. **Q: Has process for SAM Registration/Federal Award System Management has changed?**

A: Yes and SoN Section E has been revised to reflect new instructions and screenshot, and is posted to the Funding Opportunities page on pssfnet.com.

2. **Q: Do community-based organizations qualify for PSSF funding if they are not for profit but do not have 501c3 status?**

A: Only nonprofits and public entities registered in the state of Georgia are eligible.

Agency must have a minimum of 2 years' experience serving at-risk families.

See "Who may apply", SoN Section A page 2.

3. **Q: We provide group services for adults and for youth. Do we need to identify these as two separate services on the Service Delivery Schedule and complete separate S Forms describing them?**

A: Yes, see Section D for service delivery guidelines on each service you choose to include on your proposal.

4. **Q: We have been a PSSF Provider in the past, but not for FFY2022. Are we still limited to submitting one proposal with a limit of \$50,000?**

A: Yes, your program is considered a new program proposal and is subject to the limit of one proposal with a maximum of \$50,000 in total services (\$37,500 federal). See SoN Section A page 2 for eligibility.

5. **Q: In the Narrative, when I respond to Organization Information #5/e is in purple and italics. Are we to leave it that way or change to Arial 10 point like the rest of the narrative?**

A: Please edit your answer text so that it is in Arial 10 point (black).

6. **Q: Program Model: FPS/PPS, Option B**

If we only refer clients out to therapists, but do not provide the service ourselves, would this satisfy the EBM requirement for FPS/PPS core services?

A: Referrals to mental health services would not satisfy the core service requirement for FPS/PPS. As a core service it would have to have an associated expense on the budget. See Section D, "Therapy" for service delivery guidelines.

7. **Q: If we are requesting funding for a new program, does it have to be fully operational at the time we submit our proposal?**

A: The proposal must demonstrate that program will be ready to start on October 1, 2022 with appropriately trained staff in place to provide services. The proposal must also demonstrate that the Agency has valid experience (at least 2 years) as a non-profit or public entity providing services to at-risk families.

Proposals should demonstrate that the EBM chosen well supports the needs of the target population to achieve PSSF Outcomes defined by the service model chosen.

8. **Q: We have implemented TBRI at our organization. Can we use this to satisfy the EBM requirement for a proposal?**

A: Proposals must satisfy the evidence-based requirements for core services as outlined for the proposed service model. If TBRI does not satisfy the EBM requirement, it would be limited to an 'additional' service and would need to demonstrate that it enhanced core services in meeting the unique needs of the target population and/or removed barriers to achieving outcomes.

9. **Q: We would like to use TBRI for a FSS/PEI service model. However, it is not one of the evidence-based parenting models on the list. It is a promising evidence-based model. Can we use it?**

A: TBRI is an attachment-based, trauma-informed intervention that is designed to meet the complex needs of vulnerable children and can be a valuable tool when working with families who have experienced trauma. However, it is not a parenting curriculum, so it does not meet the core service EBM parent education requirement.

10. **Q: If you are an existing program planning to add a program, what is the maximum amount that can be requested for the second program?**

A: The maximum amount for new proposals is a total cost of \$50,000.

11. **Q: The only 2 options on "S" form, Q4 to identify each service is 'Core' or 'Additional'. However, 'Required' is also a dropdown option on the Service Delivery Schedule. What do we identify as 'Required'?**

A: On the Service Delivery Schedule, select 'Required' for Assessments and Case Management services ONLY. Identify only those services as 'Core' services if they satisfy the core service requirement for the service model. All other services are identified as 'Additional'.

12. **Q: Do we need to specify the specific program in the corporate resolution if we apply for more than 1 program or just use the wording in the sample?**

A: You should use the "Resolution Template" provided for your corporate resolution. It does not disclose the program, but it does allow the Agency to enter into a contract and authorizes officers who are allowed to execute (sign) the documents on the Agency's behalf.

If your agency plans on submitting multiple proposals, you need to prepare a separate corporate resolution for each proposal you submit. They can all be identical, but they do have to be separate, individually signed documents.

13. **Q: On all of the forms and templates, do we use our existing program ID or will a new one be assigned when we receive the three SONs?**

A: If you are a current FFY2022 provider, and are re-applying for FFY2023, you will use your existing program ID. Your program ID can be found on your programmatic invoice, just below your agency name in the top right section of the first page. It can also be found in PSSFWeb on your Provider Dashboard and on your FFY2022 Contract.

If you are not a current provider, or if you are applying under a different service model this year, please leave the program id field blank.

14. **Q: Can a signature of an officer include their middle initial or middle name or does the signature need to match the Secretary of State website?**

A: Any official or notarized document should contain a signature that is signed as it is printed. Legally, a person can sign their name with more than the name printed on a document, but they cannot sign less than the name on a document. Example: Printed name on document is John Smith, here the officer can sign his name and include his middle initial as he signs. If the printed name on the document is John G. Smith, then he must sign including his middle initial since that is the legal name on the document.

15. **Q: We are not currently PSSF providers for FFY2022, but we have in past years where a program ID# was issued. Do we use that program ID# or do we leave it blank?**

A: If awarded, your program may, or may not, be assigned the same program ID number. To avoid confusion for this proposal, leave the field blank.

16. **Q: Does the DFCS acknowledgment form which requires the signature of the County Director require an original signature, or is an electronic signature allowed?**

A: An electronic/digital signature is permissible on the DFCS acknowledgment form if you are unable to meet in-person with the County Director due to COVID-19 restrictions.

17. **Q: Under the FPS/STR grant who are the services intended to support?**

A: The target client for Substance Abuse Recovery Support for Families is the families of the caregivers, instead of the individual affected by addiction. Families can include children, spouses/partners, parents, or other relative family members. See Section D, page 80 for more information on this service.

18. **Q: Is it acceptable, after completing Form #5, DFCS Acknowledgment of Intent to Submit Proposal for the form to be more than one page?**

A: Yes, this is acceptable for this document.

19. **Q: If we are not including Case Management-Information & Referral or Case Management-Advocacy do we still fill out each of their sections in the Services 'S' Form?**

A: It is only necessary to complete the sections on the services you are planning to provide. In the other sections write N/A, which indicates to the review team that the question is not applicable to the proposal.

20. **Q: On the Narrative Form, under Proposal Overview, question 3c is the question looking for specific implementation guidelines of the EBM in general, or how the EBM will be delivered to the identified target population in the proposal?**

A: To the target population identified in your proposal.

21. **Q: On the Narrative Form, under Needs Assessment, questions 1b and 2c seem to overlap. Can you clarify the differences for these questions?**

A: 1b is asking about data/research that supports the need(s) you have identified for your target population (those individual families) that will be addressed in their service plans. 2c is asking about the community data that supports the need for the service model in your service area.

22. Q: Is there a page limit to Form #9, Services, Part B. Services & Service Delivery?

A: There is no page limit for Form #9, each service should have its own "S" form and page breaks inserted at the end of that service; however, any one service should not need more than 2 pages. Additionally, Form #6, Service Delivery Schedule, will have the corresponding service named under 'Description Service or Activity' and S# listed in the 'S' column of the excel spreadsheet.

23. Q: Why does the Form #2, Narrative, 10-page limit now include page breaks?

A: The main reason is to keep the narrative concise and not verbose. The Review Team is not looking for a complete dissertation of your program. It is looking for completeness and appropriateness for each section. In addition, page limits keep file sizes from being too large that they impede upload/download speeds.

For the Narrative Form, if you are measuring the 10 pages without the page breaks, you are not going to be "disqualified" for this reason alone, but we do encourage you to be concise where possible, removing what is not relevant to the question.

24. Q: Our assessment tool used during the initial intake assessment is not listed in Section D, can we only use those on the list?

A: The Initial Assessment must include the use of a [nationally] recognized assessment instrument. Programs are not limited to the list of assessments and screening tools listed in the chart on page 64 of Section D. All proposals should provide support which demonstrate effectiveness in evaluating the needs of the target population for PSSF services and in facilitating the development of an individualized service plan.

25. Q: Form 1 : Application Cover - Under the "Caseload" section, after typing in the number for Proposed Average Caseload per month, the form is auto populating that same number into the Total Families/Cases per Year. Other directors are telling me that has always been 2 different numbers. If it is supposed to be 2 different numbers, it isn't possible to do on the form.

A: The fields on Form#1 Cover have been updated and is now posted and accessible for download on our Funding Opportunities page of pssfnet.com.